

DEPUTY ATTORNEY GENERAL

OPEN - STATEWIDE

CONTINUOUS FILING



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open continuous filing examination.

WHO SHOULD APPLY Persons who meet the minimum qualifications as stated on this examination bulletin.

HOW TO APPLY **DO NOT SUBMIT STANDARD STATE APPLICATIONS (STD. 678)**

To apply for this examination, **submit your name and address** on an Examination Request Form through the Attorney General's Website at:

<http://ag.ca.gov/careers/exams.htm>

You may also **submit your name and address** to one of the addresses below:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street
Sacramento, CA 95814

Submission of this information places your name on a mailing list to receive examination materials when the cut-off date is determined. **Be sure to specify the exact title of the examination for which you are applying.**

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, please call the Testing and Selection Unit, (916) 324-5039 when you receive the examination packet.

SUPPLEMENTAL APPLICATION This examination will consist of a supplemental application only.

SALARY RANGE	Range A - \$4674	Range C - \$5638 - 6818
	Range B - \$4678 - 5137	Range D - \$6347 - 7828

ELIGIBLE LIST INFORMATION Competitors can be tested only once during a 12-month period. Competitors' name and addresses must be submitted within the testing period to be considered for that test administration. A candidate's eligibility will be established for 12 months. Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

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POSITIONS	Positions exist in Sacramento, San Francisco, Oakland, Fresno, Los Angeles and San Diego.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by the date that the examination materials are to be returned to the Department of Justice. This date will be indicated in the instructions provided with the examination materials.
MINIMUM QUALIFICATIONS	<p>Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment. Applicants who are not members of The State Bar of California but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)</p> <p>Applicants who are members of The California State Bar must show their membership number, title, admission date and expiration date on their application.</p>
THE POSITION	<p>This is a recruitment class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform the least difficult professional legal work in the Department of Justice.</p> <p>A Deputy Attorney General performs a wide variety of legal work concerned with representing the State, most of its officers, departments, boards, commissions and other such bodies before the State and Federal courts and administrative bodies and acts as legal counsel for such agencies and officials; assisting or displacing local district attorneys in unusual situations; preparing pleadings and other legal materials for trials, hearings and other legal proceedings, presenting criminal and civil measures and regulations giving legal advice to grand juries, attorneys, county counsels, officials and representatives of public agencies on legal problems; performing legal research; writing opinions; and does other duties as required.</p> <p>Based upon the appropriate alternate range criteria, incumbents advance to Range B, C, and D and are assigned progressively more difficult legal work. Incumbents assigned to Range D are assigned the more complex and sensitive legal work in the class. Alternate salary ranges are based on the length of legal experience acquired after admittance to The State Bar.</p>
ALTERNATE RANGE CRITERIA 225	<p>Effective May 2, 2006, Alternate Range Criteria 225 for the class of Deputy Attorney General was amended as follows:</p> <p>Experience gained outside the State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of Deputy Attorney General. When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of Section 599.676.</p> <p>Range A. This range shall apply to individuals who are active members of The State Bar of California and who do not meet the criteria for payment in Range B, C or D.</p> <p>Range B. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed one (1) year of legal experience in the practice of law* in a governmental jurisdiction or in the private practice of law. Evidence of such experience may be in the form of a work record of legal experience inside or outside State service.</p>

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**ALTERNATE RANGE
CRITERIA 225 (Continued)**

Range C. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed two (2) years of legal experience in the practice of law* in a governmental jurisdiction or in private practice of law. Evidence of such experience may be in the form of a work record of legal experience inside or outside State service.

Range D. This range shall apply to individuals who are active members of The State Bar of California who, in addition, have satisfactorily completed four (4) years of legal experience in the practice of law* in a governmental jurisdiction or private practice of law. Evidence of such experience may be in the form of a work record of legal experience inside or outside State service.

*Experience in the “practice of law” or “performing legal duties” is defined as (1) only that legal experience acquired after admission to The Bar, or (2) experience as a judicial clerk for a Federal court, California state court, or another state’s appellate court of last resort. For an individual’s judicial clerkship to qualify as experience in the “practice of law” or “performing legal duties”, the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

**EXAMINATION
INFORMATION**

Competitors who meet the requirements for admittance to the examination will be required to complete a supplemental application designed to explore education and experience related to the Deputy Attorney General classification. The supplemental application will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

SUPPLEMENTAL APPLICATION - Weighted 100.00%

SCOPE

Candidates will be evaluated primarily in terms of their potential for advancement to higher level attorney positions in which they will be expected to provide legal services and counsel with independence of action. In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis on the supplemental application will be on measuring competitively, relative to job demands, each competitor’s:

KNOWLEDGE OF:

1. Legal principles and their applications.
2. Scope and character of California statutory law and provisions of the California Constitution.
3. Legal research methods.
4. Principles of administrative and constitutional law.
5. Rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
6. Duties and powers of the Attorney General.

Ability to:

1. Prepare, present, and handle legal cases.
2. Perform research.
3. Analyze difficult and complex legal problems and apply legal principles and precedents to particular sets of facts.
4. Present statements of facts, law, and argument clearly and logically in written and oral form.

SCOPE (Continued)

Ability to: (Continued)

5. Analyze and draft proposed legislative measures.
4. Handle difficult legal correspondence.
5. Direct the work of clerical and professional assistants.
6. Analyze situations accurately and adopt an effective course of action.
7. Reason logically.
8. Work cooperatively with a variety of individuals and organizations.
9. Exercise good judgment.

A higher degree of these Knowledge and Abilities is required at each subsequent level.

VETERANS PREFERENCE CREDITS

Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Career Credits do not apply in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) department open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provision regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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